

FACILITY INSPECTION - QUARTERLY COMPREHENSIVE

1. PREPARATION

- a. Develop an inventory of city-owned or operated facilities.
- b. Assess inventory of city-owned or operated facilities for potential to discharge pollutants and identify "high-priority" facilities.
- c. Develop an inventory of floor drains inside the facility.
- d. Develop an inventory of storm drains on the site.
- e. Become familiar with potential pollutants at the site.

2. PROCESS

- a. Complete the quarterly comprehensive inspection of the "high priority" facility using the facility specific Quarterly Comprehensive Inspection Report.

3. ACTIONS

- a. Take corrective actions necessary for deficiencies identified during the inspection.

4. DOCUMENTATION

- a. Fill out an electronic version of the site specific Quarterly Comprehensive Inspection Report for the facility.
 - Identify the individual(s) that completed the inspection and the date on which it was completed.
 - Identify the date on which the corrective action was completed.
 - Provide any additional comments as necessary.
- b. Quarterly comprehensive inspections are to be completed at least once per quarter by the end of the quarter.
- c. Quarterly frequency is January-March, April-June, July-September, and October-December.

QUARTERLY COMPREHENSIVE INSPECTION REPORT

Parks & Recreation Cemetery Shop
9100 South 700 East

Date:

Area/Activities Assessment	Yes	No	N/A	Corrective Actions Taken	Date
North Building					
Floors clean and garbage containers in good repair and stored properly					
Drain clean and free of debris					
Fertilizer – inventoried and no broken bags					
Paint, graffiti removal chemicals, silica sand stored in the proper storage containers; no leaking containers or spills					
Equipment area – no leaks					
Oil water separator – condition					
East Building					
Floors clean and garbage containers in good repair and stored properly					
Oil, grease, solvents, herbicides, pesticides and paints stored in the proper storage containers; no leaking containers or spills					
Parts cleaner in good condition					
Drain clean and free of debris					
Spill kit complete					
No leaks or spills					
Oil water separator – condition					
South Building					
Floors clean and garbage containers in good repair and stored properly					
Welding equipment secure					
No leaks or spills					
Fuel Cabinet					
Floor clean					
Warning labels in good repair					

Area/Activities Assessment	Yes	No	N/A	Corrective Actions Taken	Date
No leaks or spills					
Compound					
General housekeeping					
Any vehicles or equipment leaking fluids					
Public Utilities generator – no leaks					
Waste dumpster – waste contained in dumpster					
Waste bin – waste contained in bin					
Soil and bark bins – contained in bins					
No spills, garbage, chemical containers, or unidentified materials					
Inlet boxes clear of dirt/debris					
Oil, solids, water separator – condition					
Grounds & Employee Parking					
No spills, garbage, or unidentified materials					

Inspection Completed by:

Comments:

QUARTERLY COMPREHENSIVE INSPECTION REPORT

Parks & Recreation Golf Course Maintenance Facility
9425 South Riverside Dr. #2031

Date:

Area/Activities Assessment	Yes	No	N/A	Corrective Actions Taken	Date
Maintenance Shop					
Floors clean and garbage containers in good repair and stored properly					
Drain clean and free of debris					
Fertilizer – inventoried and no broken bags					
Oil, grease, solvents and paints stored in the proper storage containers; no leaking containers or spills					
Equipment area – no leaks					
Oil water separator – condition					
Spill kit complete					
Soil and Sand Bins					
Sand and soil contained in bins					
No spills, garbage or unidentified materials around bins					
Fueling Area					
Area clear of any debris within 20 feet					
Condition of internal tank					
Any spills or leaking fluids					
Grounds					
No spills, garbage, or unidentified materials					
Waste dumpster – lid closed area clean					
Inlet boxes and curbs clear of dirt/debris					

Inspection Completed by:

Comments:

QUARTERLY COMPREHENSIVE INSPECTION REPORT

Public Utilities Operations Facility
9150 South 150 East

Date:

Area/Activities Assessment	Yes	No	N/A	Corrective Actions Taken	Date
Equipment Bays					
Fuels, solvents, oils and paints stored in the proper storage containers in good condition?					
Drain Sumps clean and free of debris?					
Floors Clean and neat Garbage containers in good repair and stored properly?					
Recycle bin area neat and clean?					
Small equipment repair areas swept and clean?					
Small equipment stored properly?					
General Housekeeping?					
Batteries stored properly?					
Tack oil stored properly?					
Welding Equipment and tools stored properly?					
Spill kit complete?					
Heavy Equipment (Loader) Storage Building					
Leaks or spills?					
General housekeeping?					
Vehicle Parking Areas					
Any vehicles leaking fluids?					
Area swept and clean?					
General housekeeping?					
Yard Area					
Spills, garbage, unidentified materials?					
Trash Bins covered?					
Asphalt area around inlet boxes swept and clean?					
Area Swept and Free of Debris?					

Area/Activities Assessment	Yes	No	N/A	Corrective Actions Taken	Date
Debris Storage Area					
Erosion of bank along canal areas- protective barriers in good repair?					
Hazardous materials in pile?					
Blowing trash minimized?					
Storm Water Structures					
Clean and Free of Debris?					
Inlet Grates and Outlets in good condition?					

Inspection Completed by:

Comments:

QUARTERLY COMPREHENSIVE INSPECTION REPORT

Public Works Operations Facility
8775 South 700 West

Date:

Area/Activities Assessment	Yes	No	N/A	Corrective Actions Taken	Date
Fleet Shop					
Used oil/transmission fluid tank(s); berm in good condition; no oil/fluid in containment					
Used antifreeze tank; berm in good condition; no antifreeze in containment					
Bulk fluids stored inside, no leaks					
General housekeeping (trash and debris picked up)					
Used batteries stored under cover					
Disk brake pads – used ones placed in metal bin					
Tires – picked up quarterly					
Empty drums – cleaned and stored under cover					
Adequate number of drip pans available					
Oil filters drained before being recycled in metal bin					
Drip pans are being used under vehicles awaiting repair or those being salvaged					
Used absorbent is being swept and placed into garbage					
Containment boom or mat available for outside maintenance					
Spill kit available and complete (Fleet Warehouse)					
Fuel Island					
No gas, diesel, and/or spills					
Spill kit available and complete					
Streets Garage/Exterior Parking Areas					
General housekeeping (trash and debris picked up)					
No vehicles/equipment leaking fluids					
Spill kit available and complete					

Area/Activities Assessment	Yes	No	N/A	Corrective Actions Taken	Date
Sign Shop					
General housekeeping (trash and debris pick up)					
No open containers or buckets outside; no leaking containers					
Vehicle Wash Bay					
General housekeeping (trash and debris picked up)					
Household Hazardous Waste Facility (A.B.O.P.)					
Products stored on spill containment pallets					
General housekeeping (trash and debris picked up)					
Spill kit available and complete					
Yard Area					
No spills, debris, unidentified materials					
Bulk waste temporary storage - small pile with debris being sent to the landfill daily					
Inlet boxes clear of dirt/debris					
Bulk waste area - berm and rocks in place to protect inlet					
Visual inspection of detention pond; no contaminants visible					
Police/City Storage Building					
Exterior housekeeping (trash and debris picked up)					
Fire Department Training Facility					
Exterior housekeeping (trash and debris picked up)					
Salt Dome					
Salt stored undercover; wattles used for outside winter stockpiles					
Area swept after deliveries and snow storms					

Inspection Completed by:

Comments: